

**TREASURY DOCUMENTATION****Subject**

Payments in Person at Treasury Building

**For**

EMPLOYEE HANDBOOK

**Also See****Identification**

5/79

ET-03009

Policy

**Effective**

6-1-2001

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**Replaces**

ET-03009 (2-1-1996)

Effective July 1, 2001, the Cashier's Office windows located in the Treasury Building lobby will be closed.

A drop box and payment envelopes will be available for persons wishing to make a payment.

Treasury employees should direct persons wishing to make a payment to the Cashier's Office.

Persons making a payment should complete a payment envelope and place the payment and any accompanying documents in the envelope. They should then place the envelope in the drop box located between the Cashier's Office windows.

**End**